

**DEPARTMENT OF THE TREASURY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER  
GLYNCO, GEORGIA 31524**

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FLETC DIRECTIVE (FD)

NUMBER: 91-00.A

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Subject:  
ASSESSMENT OF INSTRUCTION

DATE: May 2, 2000  
SUNSET REVIEW DATE: May 2, 2004

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1. PURPOSE. This directive prescribes policies and procedures for conducting formal and informal classroom assessments of the instructional staff. The objectives of these assessments are to maintain the quality of instruction, and to ensure that there is two-way communication between the supervisor and the instructor concerning the effectiveness of the instructional session.
2. SCOPE. This directive applies to all personnel who are involved with the conduct of instruction and instructor evaluation. This includes agency detailed staff who are assigned to a FLETC training division.
3. CANCELLATION. FLETC Directive 91-00.A, Evaluation of Instruction, dated 4/1/88.
4. REFERENCE. FLETC Directive 20-01, FLETC Organization, dated 10/14/94.
5. DEFINITIONS.
  - a. Formal Instructor Assessment. The assessment of the effectiveness of an instructor in a classroom, laboratory, or practical exercise session conducted at least two times a year by the supervisor and in which the supervisor provides both oral and written feedback.
  - b. Informal Instructor Assessment. The assessment of the effectiveness of an instructor in a classroom, laboratory, or practical exercise session whereby the supervisor provides only oral feedback. The length of the observation may be less than one instructional hour (50 actual minutes) and does not require the completion of the assessment form.
  - c. Assessment Form. The written form (FTC-BSD-01--Assessment of Instructor Effectiveness) that lists criteria the supervisor uses to assess an instructor. At Glynco, this form is available on "N" drive ("IRM" folder/"Forms" sub-folder). It is available on "P" drive at Artesia. Supervisory comments may be filled out electronically or by hand.

d. Instructor. A person who conducts or assists with conducting classroom, laboratory, or practical exercise law enforcement-related training.

e. Standard. The criteria against which the adequacy of instructional methodology and presentation will be judged is the FLETC's Law Enforcement Instructor Training Program (LEITP). These items have been incorporated in the assessment form as well as in the instructor's work plans.

6. POLICY. A supervisor from the instructor's assigned division will assess an instructor's performance at least four times a year. A minimum of two formal assessments will be conducted when the instructor is serving in a primary role. At the supervisor's discretion, the other two instructional sessions may be conducted as either a formal or informal assessment. If an informal assessment is conducted, the supervisor will ensure that the instructional session is documented on the assessment form and retained in his/her files.

#### 7. PROCEDURES FOR CLASSROOM, LABORATORY AND PRACTICAL EXERCISE ASSESSMENT.

a. Assessments may be conducted on a scheduled or an unscheduled basis. The supervisor may, or may not, advise the instructor in advance that the instructional session will be assessed.

b. Prior to the training session, the supervisor should review all course materials for the session to be observed.

c. The supervisor will assess only the segment of the instructional session actually observed. The minimum time that a formal assessment may be conducted is one instructional hour (50 actual minutes).

d. An informal assessment may also be conducted and is subject to the conditions described in 5(b) above.

#### 8. FEEDBACK.

a. As soon as practical, normally within five working days following conclusion of the instructional session, the evaluator will prepare an assessment form and meet with the instructor to discuss/critique the training session.

b. After completion of the feedback session, the instructor will acknowledge receipt of the form by signing it. The supervisor will acknowledge that the assessment was

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conducted by his or her signature. The supervisor will retain the original of the signed assessment form and provide the instructor with a copy.

c. The instructor and/or the supervisor may add comments about the assessment. The assessment and feedback session, along with other informal supervisory observations, are an integral part of each instructor's performance progress review and annual performance appraisal.

9. RATINGS. The assessment levels are: Exceeds (E), Meets (M), Needs Improvement (N), and Not Applicable (NA). Instructors receive a rating on each of the assessment categories, but do not receive an overall cumulative assessment.

10. STANDARDS.

a. The minimum standard for all instruction is "Meets." This rating means that all the aspects of instruction are met in an effective, acceptable, and skillful manner. This includes, but is not limited to, class preparation, the proper use of training aids and associated media, and the professional and effective delivery of instructional materials as listed in the "Assessment of Instructor Effectiveness" form.

b. When an instructor receives a "Needs Improvement" (N) rating in any of the assessment categories, the supervisor will initiate action to assist the instructor to elevate the presentation to the "Meets" level. This may include, but is not limited to, additional training, course observation and monitoring, one-on-one assistance, or a performance improvement plan in order to help improve the instructor's level of performance. Upon completion of the additional assistance, the supervisor will formally assess the instructor's performance to ensure that performance is at the "Meets" level in each category. If the instructor does not attain the "Meets" level, the supervisor will initiate appropriate performance-based action.

11. RESPONSIBILITY. First line supervisors have primary responsibility for assessing the performance of the instructional staff. Branch Chiefs and Assistant Division Chiefs will establish and maintain a system for monitoring, documenting and retaining the assessment of instructional performance sessions and forms. Division Chiefs will ensure compliance with this directive.

12. OFFICE OF PRIMARY INTEREST. Training Directorate, Office of Training.

W. Ralph Basham  
Director